

South Central Louisiana Human Services Authority
Board Meeting Minutes
June 19, 2014

Members Present: Ray Nicholas (Assumption), Viola Daigle (Lafourche), Lisa Matherne (Lafourche), Karen Lentini (St. Charles), Ridgely Mitchell (St. James), Danny Smith (Terrebonne).

Members Absent: Lynne Farlough (St. John), and Gordon Landry (Terrebonne).

Guest in attendance: Lisa Schilling (Executive Director), Kristin Bonner (Deputy Director), Janelle Folse (Fiscal Director), Marian Palmisano (Secretary), Wesley Cagle (DD Director), Melicia Lemoine (HR Director) and Eldred Smith (IT Director).

Agenda Item	Action Recommended/Outcome
Call to Order	Meeting called to order by Chairperson Viola Daigle at 6:15 p.m.
Opening Prayer & Pledge of Allegiance	Chairperson Viola Daigle led the prayer and Mrs. Lisa Matherne led the Pledge of Allegiance.
Roll Call of Board Members	Secretary called the roll and indicated a quorum was present.
Approval of Minutes	Minutes from the May 1, 2014 meeting were reviewed. Mr. Ray Nicholas requested 2 corrections to the minutes. In the "Members Present" and "Board Issues" sections it is incorrectly stated that Ray Nicholas is representing St. Mary Parish; correction to read Assumption Parish. Mr. Ray Nicholas motioned to approve the minutes with the 2 corrections, seconded by Mrs. Lisa Matherne, motion carried and minutes were approved.
Board Issues	<p><u>Board Member Travel Reimbursement:</u> Board Members were reminded to submit travel reimbursement forms.</p> <p><u>Welcome to new Terrebonne Parish Board Member-Mr. Danny Smith:</u> Chairperson Daigle introduced and welcomed Mr. Danny Smith as the newly appointed Terrebonne Parish Board Member. Mr. Smith gave a brief bio. Board members and attendees were introduced.</p> <p><u>Annual Conflict of Interest Statement:</u> Ms. L. Schilling reviewed the Annual Conflict of Interest Statement. The Statement was reviewed and Chairperson Daigle requested clarification changes of the dates/timeframe noted in the Annual Conflict of Interest Statement. The Statement will be revised and distributed to Board Members at the next meeting.</p> <p><u>Recognition of Outgoing Board Member-Ms. Lisa Matherne, Lafourche Parish:</u> Chairperson Daigle recognized and thanked Mrs. Lisa Matherne for her 6 years of service as a SCLHSA Board Member. Ms. L. Schilling presented a plaque to Mrs. Matherne recognizing her 6 years of dedicated service as a member of the SCLHSA Board of Directors. Mrs. Matherne thanked everyone and noted she enjoyed her years of service to SCLHSA and will miss everyone.</p> <ul style="list-style-type: none"> • An updated Board Member Contact Information sheet was distributed to Board Members.
Executive Director Report:	<p><u>Agency Update:</u> Lisa Schilling</p> <ul style="list-style-type: none"> • <u>The CALL Line Stats for the first month-Misty Hebert:</u> Ms. L. Schilling reviewed the CALL Line May statistics. • <u>National Health Service Corps Application:</u> Ms. L. Schilling gave a brief overview of the National Health Service Corps Application and noted an application was submitted for 4 of SCLHSA's service sites to attract Psychiatrist to our area. • <u>2% Reduction Scenario:</u> Ms. L. Schilling reviewed the 2% Reduction Scenario requested by the Senate Finance Committee at the end of the 2014 Legislative Session. DHH Fiscal Dept. has not heard anything yet when/if this scenario will take effect. • <u>SAPT/TANF Funded Program Updates (Fairview and Claire House):</u> Ms. L. Schilling gave a brief update on the Fairview and Claire House SAPT/TANF Funded Programs. Staff is working on a contract amendment for Claire House for the projected contract surplus. Discussion was held on the FY 14 projected contract surplus. Ms. L. Schilling asked if with the approval and the pleasure of the Board, would it be possible to apply the projected contract surplus toward admissions, drug court, and other expenses with specific guidelines within SCLHSA's catchment area.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<p>Motion to approve the request to apply the projected contract surplus to admission, drug court, and other expenses with specific guidelines within SCLHSA's catchment area by Mrs. Karen Lentini, seconded by Mr. Ray Nicholas, motion carried.</p> <ul style="list-style-type: none"> • <u>MOU with DHH</u>: Ms. L. Schilling reported staff is working on verbage and AIP performance indicators. Ms. Schilling stated that herself, Kristin Bonner, and Misty Hebert attended a HSIC meeting today and the entire AIP Plan was reviewed. Next month will discuss changes. The MOU/contract was extended for 90 days, will bring back to the table for discussion. <p><u>Financial Report</u> – Janelle Folve</p> <ul style="list-style-type: none"> • <u>Monthly Budget Summary</u>: Mrs. Folve reviewed the Budget Analysis for FY 14 including projected revenues/expenditures as of 5/31/2014 and the expenditure spreadsheet reflecting monthly totals. • <u>Magellan Webcheck Report</u>: Mrs. Folve reviewed the FY 14 Magellan Webchecks Summary Spreadsheet reflecting collections and projection beginning March 2012 to April 2014 as of 5/31/2014. • Motion to approve the FY 14 May Budget Analysis as of 5/31/2014 and the FY 14 Magellan Webchecks Summary Spreadsheet beginning March 2012 to April 2014 by Mr. Ray Nicholas, seconded by Mrs. Lisa Matherne, motion carried. • <u>FY 2013-2014 Self-Generated Revenue</u>: Mrs. Folve reviewed the FY 2013-2014 Self-Generated Revenue reflecting collections as of 5/31/2014 including Projected Collections for FY 2014 and Primary Care Services. Mrs. Folve noted that portion of the Primary Care Services collections are included in the Ineligible Patients collections. <p><u>Operational Review</u>: Kristin Bonner</p> <ul style="list-style-type: none"> • <u>General Safety Plan</u>: Mrs. Bonner reviewed the changes to the General Safety Plan highlighted in red. There were no questions to the changes. A motion to approve the changes to the General Safety Plan by Mr. Ray Nicholas, seconded by Mr. Ridgely Mitchell, motion carried. • <u>Violence Prevention Plan</u>: Mrs. Bonner reviewed the changes to the Violence Prevention Plan highlighted in yellow. There were no questions to the changes. A motion to approve the changes to the Violence Prevention Plan by Mr. Ray Nicholas, seconded by Mr. Ridgely Mitchell, motion carried. • Mrs. Bonner reported that the CARF Survey will be scheduled in October 2014. <p><u>DD</u>: Wes Cagle</p> <ul style="list-style-type: none"> • Mr. Cagle reported: <ul style="list-style-type: none"> ○ Currently serving 1091 persons in the waiver unit; 790 NOW, 195 SW, 105 CC and 1 ROW. ○ No new waivers were offered. 5 emergency waiver slots were offered statewide. Submitted one individual in hopes of being awarded the slot. ○ Increase in request from clients to participate in self direction. Currently 4 NOW and 1 CC participant are utilizing self direction. 14 others are interested and made inquiries. DD pushed this initiative with the Support Coordination Agencies. ○ Closing out FY 14. All agreements were amended to recoup as much funding as possible to put back in the budget. Close to utilizing 100% of the total IFS budget. All allotted FFF slots are filled. ○ Currently no appeals, with the exception of 1 ongoing resource allocation NOW case. ○ Doris Dudley retired. Carlos Amos was hired for the open position and begins June 23, 2014. Mr. Amos currently works for CST and has experience working with DD population. ○ Staff continues to work with systems transformation SPOE and RFSR work groups. The LGE's are focused on revising the RFSR and updating the participant's database in preparation for communication between SRI (the database and the web passed portal to be used for SPOE). Wrapping up validation for individuals in ECF-DD homes and OCDD are concentrating on clients that have moved out of state. ○ Attended the NASDDDS Directors Forum. Very interesting to hear how other states handle delivery of DD support/ services.

Agenda Item	Action Recommended/Outcome
Executive Director Report (cont'd)	<ul style="list-style-type: none"> ○ Made a presentation to all Lafourche pupil appraisal employees regarding the referral process and the BFHF Leadership. ○ Scheduled for a presentation to Catholic Social Services on June 26, 2014 (75 individuals were invited). <p><u>Employee Appreciation/Pin Ceremonies Update-Melicia Lemoine:</u></p> <ul style="list-style-type: none"> • Ms. Lemoine reported Employee Appreciation/Pin Ceremonies were held in May. Executive Staff visited each facility and awarded pins to employees with 5, 10, 15, 20, 25, and 30 years of state service. Refreshments were served. • Ms. Lemoine reported HR had a drop-in audit in May performed by DHH Services. Only 1 minor error was found. The PES Program faired very well with no errors.
Old Business	None
New Business	None
Views and Comments by the Public	None
Consideration of Other Matters	Chairperson Daigle stated the next board meeting will be held on Thursday, July 10, 2014 at 6:00p, location TBA.
Adjournment	Motion to adjourn by Mrs. Lisa Matherne, seconded by Mr. Ray Nicholas, motion carried. Meeting adjourned at 7:50pm.